



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER: 23	DATE: November 24, 2000
TITLE: VEHICLE SAFETY PROGRAM	APPROVED BY: Katherine Boxer Latipow

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23-1. REFERENCE

City of Fresno Injury and Illness Prevention Program

23-2. PURPOSE

To establish a program to reduce the number and severity of vehicle accidents involving City vehicles and employees. This instruction sets forth policies and procedures to govern certain employment practices, equipment maintenance, and employee education and enforcement of safety rules.

23-3. POLICY

It is the intent of this policy to establish guidelines for the implementation of a vehicle accident reduction program. The objectives of this program are as follows:

- (a) To apply hiring standards that will eliminate unsafe drivers from consideration for employment.

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- (b) To implement written plans that outline the goals and objectives of the vehicle safety program including the implementation of appropriate and progressive corrective action.
- (c) To provide direction for training and education to ensure that safe driving techniques are continually practiced.
- (d) To implement an aggressive and ongoing vehicle maintenance and inspection program to ensure that all vehicles are properly serviced and maintained.

23-4. RESPONSIBILITIES AND PROCEDURES

- (a) Department Director
 - (1) Communicate the goals and objectives of the vehicle safety program to managers and line supervisors.
 - (2) Develop a written vehicle safety program reflecting the policy objectives stated above which will be a part of the Injury and Illness Prevention Plan (IIPP). A copy of this program will be provided to Risk/Safety for review at the time of implementation. Make available those resources necessary to implement the policy.
 - (3) Hold managers within the Parks, Recreation and Community Services Department accountable for the safety and accident records of the employees they supervise, and take appropriate corrective action to correct any lack of supervisory attention or effort.
 - (4) Using accident and cost data provided by Risk Management and Safety to measure the effectiveness of the program and institute changes or modifications.
- (b) Division Manager
 - (1) Communicate the goals and objectives of the vehicle safety program to line supervisors.
 - (2) Supplement where necessary this vehicle safety program reflecting the policy objectives stated above which will be a part of the Injury and Illness Prevention Plan (IIPP). A copy of this program will be provided to the Department Head and Risk/Safety for review at the time of implementation.

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- (3) Develop and implement a procedure to ensure that all accident and incident reports are investigated and reviewed to determine the causal factors in each instance and that recommendations are made for corrective action.
 - (4) Implement corrective action resulting from this review process and report action taken to the Department Head, Risk Management, and Safety.
 - (5) Hold line supervisors within the division accountable for the safety and accident records of the employees they supervise, and take appropriate corrective action to correct any lack of supervisory attention or effort.
 - (6) Require that supervisors complete the proper accident reporting forms without reaching conclusions of fault or guilt, but to determine preventability.
 - (7) Using accident and cost data provided by Risk Management and Safety to measure the effectiveness of the program and institute changes or modifications.
- (c) Supervisors
 - (1) Promote driving safety through personal example.
 - (2) Ensure that all drivers under their supervision have been identified for purposes of training and monitoring.
 - (3) Maintain records of each employee who holds a Class A or B driver's license and the accompanying medical certificate. This will include participation in the Employer's Pull Notice Program as required by the Department of Motor Vehicles.
 - (4) Regularly **personally** observe the driving performance of all drivers under their supervision. Document these observations at least annually in division files using checklist forms developed and distributed by Risk Management and Safety.
 - (5) Conduct initial and remedial training for employees. Initial training will be conducted prior to allowing employees to operate equipment. Remedial training shall be conducted, at a minimum of, whenever an employee is involved in an accident/incident; or, every three years.
 - (6) Complete the Vehicle Accident Report and Supervisor's Report of Injury on all vehicle accidents.

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- (7) Ensure that all required inspections and maintenance have been properly performed **prior** to any City vehicle being placed in service.
- (d) Employees
 - (1) Perform vehicle and document daily pre-operation inspection and maintenance authorized for operators based upon the type of equipment to be operated.
 - (2) Report all accidents and incidents to a Supervisor immediately.
 - (3) Maintain a valid driver's license appropriate to the type of vehicle being driven.



Pre-trip Inspection Report

Date	Section
Equipment Number	Odometer Reading

ENGINE		STEERING		OIL LEAKS		GREASE LEAKS		LIGHTS	
Overheats		Hard		Crankcase		Wheels		Hazard	
Starts Hard		Shimmy		Cylinder Head		Gear Box		MISCELLANEOUS	
No Power		Free Play		Engine		Rear Axle		Sign	
Misses		ALTERNATOR		Oil Lines		UNUSUAL NOISES		Frame	
Stalls		Does not charge		Filter		Engine		Horn	
Back Fires		TIRES		Air compressor		Gear box		Fire Extinguisher	
Will not start		Inflate		FUEL LEAKS		Rear axle		Rear vision mirror	
TRANSMISSION		Slick		Fuel pump		Drive shaft		B-U Warning	
Will not shift		Cuts		Fuel tank		Accessories		First Aid Kit	
Slips		Flats		Fuel lines		LIGHTS		HYDRAULICS	
Leaks fluid		WATER LEAKS				Head		P.T.O.	
PACKER		Water pump		BRAKES		Tail		Pump	
Will not pack		Hose connection		Satisfactory		Dash		Hose	
Will not cycle		Cab heater		Poor		Signal		Valve	
Electrical		Radiator		Need adjustment		Marker		Controls	
<p align="center">DRIVER WILL PLACE A CHECK MARK IN BOX FOLLOWING THE DEFECT NOTED A COPY OF THIS FORM IS TO BE TURNED IN TO THE SUPERVISOR DAILY</p>									
<p>OTHER DEFECT NOTED (EXPLAIN)</p>									

DRIVER _____

(Completion of this form is required by Title 13 of the California Motor Vehicle Code)